UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NORTH CAROLINA 28542-0004

BO 12711.1C
CSOL
DEC 0 6 1996

BASE ORDER 12711.1C

From: Commanding General
To: Distribution List

Subj: OFFICIAL TIME FOR MASTER LABOR AGREEMENT (MLA) REPRESENTATIONAL
       FUNCTIONS

Ref: (a) MCO 12711.1

Encl: (1) Record of Official Time, Form MCBCL 12711

1. **Purpose.** To publish procedures for recording the time and costs involved
in official time used for representational functions by Marine Corps Base
union officials and stewards under the MLA.

2. **Cancellation.** BO 12711.1B.

3. **Background.** The reference established a requirement for each command to
record and report any official time used by Marine Corps employees in union
representational functions.

4. **Definitions**

    a. **Official Time.** All time granted an employee by the employer without
charged to leave or loss of pay to perform representational functions when the
employee would otherwise be in a duty status.

    b. **Representational Functions.** Those authorized activities undertaken by
employees on behalf of other employees pursuant to such employees' right to
representation under Chapter 71 of Title 5, USC, or the terms of the MLA.

5. **Responsibilities**

    a. **Supervisors of union officials and stewards** shall record each instance
of official time granted in accordance with the MLA on Form MCBCL 12711, the
enclosure, and forward a copy to the Civilian Human Resources Office-East,
Camp Lejeune Satellite Office, Labor Relations Officer, no later than the
tenth of the month following the month in which the official time is granted.
Additionally, the official time used must be recorded on the employee's
timecard and appropriately designated with one of the following codes:

        (1) BA - Negotiations
        (2) BD - Labor/Management Relationship
        (3) BK - Grievance and Appeals

    b. **Organizational commander, heads of command staff sections and
department heads** will ensure proper accounting for official time used for
representational functions under the Chapter 71 of Title 5, USC, or the terms
of the MLA. There is no provision for allowing representational time under
any other circumstances.

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6. <u>Action</u>. Organizational commanders, heads of command staff sections and department heads will ensure all supervisors are thoroughly familiar with the contents of this Order.

7. <u>Concurrence</u>. This Order has been coordinated with and concurred in by the Commanding Officer, Marine Corps Air Station, New River.

                                          . T. MURRAY
                                          Chief of Staff

DISTRIBUTION: C

RECORD OF OFFICIAL TIME
MCBCL 12711

SECTION A

COMMAND		DATE
NAME OF MANAGEMENT OFFICIAL APPROVING USE OF OFFICIAL TIME (Please Print)	SIGNATURE	
NAME OF OFFICE/SHOP	WORK CENTER	

SECTION B

NAME OF EMPLOYEE FOR WHOM OFFICIAL TIME WAS AUTHORIZED	UNION TITLE/POSITION	
DATE ON WHICH OFFICIAL TIME WAS USED	AMOUNT AUTHORIZED	LEFT: _____ RETURNED: _____	TOTAL USED

SECTION C - PURPOSE OF OFFICIAL TIME (Check Appropriate Block(s))

CATEGORY IA		MASTER LABOR AGREEMENT NEGOTIATIONS
CATEGORY IB		MID-TERM OR LOCAL SUPPLEMENT BARGAINING
CATEGORY IIA		FORMAL DISCUSSION
		REPRESENTATION DURING QUESTIONING (WEINGARTEN)
		DISCUSS/INVESTIGATE EMPLOYEE COMPLAINT
		PREPARE/PRESENT REPLY TO A PROPOSED DISCIPLINARY ACTION
		OTHER (Specify)
CATEGORY IIB		PARTICIPATE IN FLRA PROCEEDINGS (ULP HEARING/INVESTIGATION)
CATEGORY IIIA		PREPARE AND PRESENT GRIEVANCE UNDER HGP
		PREPARE AND PRESENT ARBITRATION CASE
CATEGORY IIIB		PREPARE AND PRESENT MSPB APPEAL
		OTHER APPEAL (Specify)

SECTION D

DESTINATION OF EMPLOYEE, REMARKS

SAMPLE

ETC (1)

INSTRUCTIONS

1. FILL OUT FORM FOR EACH USE OF OFFICIAL TIME BY A UNION REPRESENTATIVE.
2. IF MORE THAN ONE PURPOSE IS CHECKED IN SECTION C, INDICATE IN SECTION D THE AMOUNT OF OFFICIAL TIME SPENT ON EACH PURPOSE.
3. TURN IN FORMS TO CPD AT END OF THE MONTH.
4. KEEP A COPY FOR YOUR OWN RECORDS.

ENCLOSURE (1)